



read this first

Things you must know to file your Source Registration On-Line

► **Having problems with eDEP?** See *Troubleshooting eDEP* at the Source Registration web page.

You must make eDEP a "trusted site" on your computer to use eDEP – learn how in the *Troubleshooting Guide*.

Reading this before you start your on-line forms will save you time.

CHANGING NAME OR OWNER? If your facility's name, address, or owner has changed, you should contact the data manager in your MassDEP Regional Office **before** you start work on your forms (or you will have to start the forms over again to include the name change). You can find out which data manager to contact on the [Source Registration Web Page](#).

WHAT YOU'LL FIND IN THE FORMS Facility data from previously filed Source Registrations will prefill the forms. Once data is entered for a facility, only activity and emissions data need to be updated with each filing.

HOW TO GET HELP WITH YOUR FORMS

1. **Source Registration Web Page** – the web page contains codes, instructions, MassDEP contacts and more to help you. Browse the Q&A from the Help Desk for answers to questions we have received from filers on how to handle unusual cases such as temporary units, portable units, emissions from large storage tanks, ovens, and many others. This page includes the list of insignificant non-reportable uses. Check the Web page for updates: www.mass.gov/dep/service/compliance/sr.htm
2. **On-Screen Help** – icons like this on a form contain important notes and explanations; click on each icon to open it. Hover text also provides clarifications for some fields – hold the cursor over a field without moving for a few seconds and any hover text available will appear.
3. **Instructions** (field-by-field) – these are posted on the Source Registration web page; we recommend you keep the instructions open in a separate window while you work on your forms for quick reference.
4. **Training** – Training is available – see the Source Registration web page.
5. **Help Desk** for Source Registration – e-mail your questions to air.quality@state.ma.us for a prompt response. You can also find telephone contacts at the Source Registration web page. Register at the web page to have announcements and updates e-mailed to you.

KEY CONCEPTS FOR FILLING OUT THE FORMS

PATIENCE PLEASE: For your convenience, the forms pre-fill facility-specific information and perform calculations – they typically take 15-30 seconds to load. Please don't start clicking until the form is fully loaded.

ADOBE SOFTWARE: You **MUST** install Adobe Reader ver. 7.0.7 or higher (older versions will cause errors).

VALIDATION is a key step for all eDEP forms - you **MUST** Validate a form to continue with the process. Clicking **Validate** makes eDEP review your form to identify common errors and omissions. If eDEP displays a list of Validation Errors, read them and then click "Click to correct errors" to return to the form where eDEP

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will highlight the problems in red. You **MUST** fix these problems for eDEP to validate the form. Validated forms will have a check “✓” in the Transaction Overview screen (you can still edit them, although you **MUST** revalidate them after editing). All forms must be validated before you can sign and submit the package.

Save **SAVE** your work frequently so you don't lose it (at least every 15 min.). Saving will cause the form to reload after it is saved.

STOPPING MID-PACKAGE: You can leave your form at any time by clicking **Save and Exit**. Then you can log off of eDEP.

Cancel will exit the form and NOT save any data you entered since your last “SAVE” or “VALIDATE”.

NUMBERING & NAMING: The system is organized around emission units (points) and stacks are only assigned to a point where an actual vertical stack exists (that is, not every unit will have a stack). You may change the name of a unit and give your own number to each emission unit as well – the DEP number for that unit, however, will always remain the same.

COMBINED UNITS: Multiple emission units can be combined and reported together on one form if EACH INDIVIDUAL UNIT is of a similar type – see the help  icons on each form or the instructions for details and restrictions. The number of units reported on one form must be entered in the “Combined Units” field and explained in the Notes field. If you combine existing units that are on separate forms, you must decommission all but one of those being combined to remove their forms in future submittals (add a note about what you are doing and why).

CALCULATIONS: If you prefer, eDEP will calculate emissions for your combustion (AP-1) units based on the fuel usage you entered and EPA emissions factors. This calculation will occur after you validate the form – re-open the form to see the results. You may be required to match your fuel units to the SCC (Source Classification Code) for the calculations to work.

The Total Emission Statement (AP-TES) automatically sums the emissions from all emission units at the facility – complete this form **LAST**. **NOTE:** the emission numbers calculated by the TES will NOT be correct until you have completed and validated a form for each unit at the facility, including any new units.

CLOSING/DECOMMISSIONING UNITS: You **cannot** delete a unit (because the database must maintain historical information for each unit). Instead, you need to “decommission” it. This tells MassDEP that the unit is permanently inoperable. Only decommission units that are PERMANENTLY inoperable – if a unit is just not being used, enter “0” for throughput and emissions, but do not decommission it (remember: you must continue to report on ALL units, including idle units).

Decommission a unit by opening its form and entering a “Decommission date”. If it was operated anytime during the reporting year, you must enter throughput and emissions amounts for the portion of the year it was functioning. If it was closed before the Year of Record, then just enter “0” for throughput and emissions (including “0” for max firing rate).

ADDING/REPLACING UNITS: If you added/replaced a unit with another since your last Source Registration you need to use the following procedure:

1. On the “Source Registration Overview” form, check the box labeled “check if you added emission units or stacks since your last report”, validate the Overview form, open the “New AP Form Creator” (that eDEP inserts as the



next form in your package), and enter the number of blank forms you need in the boxes on the form. Validate the “New AP Form Creator” form and eDEP will then add the blank form/s to your package.

2. If you are replacing a unit, decommission the old unit by opening its form and entering a “Decommission date”.
3. Open and fill out one of the blank forms for the new unit. If replacing a unit, you MUST decommission the old unit first, and then complete the form for the new unit. NOTE: you cannot just delete a unit, and you should NOT change the name of an old unit to the name of a new one.

WHO CAN SIGN: You MUST be a “**RESPONSIBLE OFFICIAL**” to sign a Source Registration (see instructions or regulations for definition). The eDEP electronic signature has the same force of law as a handwritten signature. If you are NOT the Responsible Official, then you need to SHARE your package with a Responsible Official who can then complete the electronic signature and submit the form.

NOTE: *signing a package locks the forms and they can no longer be changed.*

SHARING A PACKAGE: The Share feature allows you to assign rights to edit, sign, or submit a package – click the **Share Transaction** button on the Transaction Overview screen and follow the instructions. Share allows a preparer (such as a consultant) to “give” the package to another user (e.g., the client) for review, signature, and submittal. No special privileges are required to share a package. However, the Responsible Official MUST register with eDEP and you (the preparer) MUST know their eDEP Nickname to share the package with them (see “My Profile”).

CAUTIONS

DON'T FORGET TO SUBMIT: Many filers do not realize there is a Submit step following signature and fail to actually submit their report.




TO MOVE AROUND THE FORM: Use your mouse, tab key, or the scroll bars on the side. DO NOT use the RETURN/ENTER key or the BACK button.

AVOID MAKING CHANGES TO THE OVERVIEW FORM after you create your package. Remember to add any forms for new units when you first open the package. Returning to the Overview form to add units from the package will invalidate the part of the submittal you have already worked on. You will not lose data you have entered, but you will have to re-validate every form, which can be time consuming for large facilities.

ORDER CAN MATTER: Generally, you can complete the forms in any order you choose. There are, however, exceptions: (1) **STACKS 1ST** – if you have any new Stacks to add, complete those forms first so that they can prefill the stack drop down menu on the emission unit form; (2) **DECOMMISSIONED UNITS 2ND** – if you have any units to decommission, complete those forms before completing the blank form for the new unit that replaces them; (3) **COMPLETE THE AP-TES FORM LAST** (after all of the emission units have been validated) to ensure the emission totals are correct. If you make any changes to an emission unit, you need to reopen and validate the TES afterward to update its calculations.



WHAT FORMS DO YOU NEED FOR A COMPLETE

You must report on all emission units at the facility, including those that are idle. In some cases you may combine reporting for multiple units on 1 form – see the help  icons in each form for details/restrictions.

SOURCE REGISTRATION PACKAGE?

AP-SR Source Registration (SR) Facility Information: one SR form for the whole facility to provide contact, location, and other general information.

AP-1 Fuel Utilization Equipment: one AP-1 for EACH combustion emission unit. If a unit has more than one fuel, separate "Section B's" for EACH type of fuel used in the emission unit will appear after you validate the form.

AP-2 Process Emissions Unit: one AP-2 for EACH process emission unit. If a unit has more than one raw material/finished produce, separate "Section B's" for each additional raw material/finished product will appear after you validate the form.

AP-3 Process Emissions Incinerator: One AP-3 for each incineration unit.

AP-4 Organic Materials Storage: One AP-4 for each organic material storage tank with capacity equal to 500 gallons or more.

AP-Stack: One for each VERTICAL stack. Horizontal, downward facing vents, engine exhausts, and fugitive emissions don't require a separate form – they are just noted on each emission unit's form. *Stack height is measured from the ground.*

AP-TES Total Emissions Statement and HAP List: one TES for the whole facility. Complete the TES LAST or the calculations that total all of the facility's emissions will be incorrect.

HOW TO PRINT AND SAVE A COPY OF YOUR PACKAGE

eDEP allows users to download a complete copy (PDF format) of their forms including any data that they have entered up to that time. Click Print Transaction button on your Transaction Overview screen and follow the directions. Once eDEP has generated the file, you can save or print it.

HOW TO AMEND A SOURCE REGISTRATION PACKAGE

CORRECTING ERRORS AFTER YOU SUBMIT: *If you have submitted a package, you can no longer edit it.* However, you can return to eDEP at any time during a calendar year to submit a new package with corrected information. You will not have to resubmit all of your forms if all you need to do is correct an error or add a few units – you can simply check the boxes for the units and stacks you wish to work on in the Source Registration Overview form. Note that every package you submit will have an SR form and a TES form (to ensure that the total facility emissions are correct – the TES updates the facility-wide emissions data).

If you need to submit a supplemental package, please first call the Source Registration Help Desk to be sure your first package has made it into MassDEP's database before you open a supplemental package.

To correct information from a previous year, please email air.quality@state.ma.us.

DOES MASSDEP REVIEW WHAT FACILITIES SUBMIT?

Yes. We have automated Quality Assurance programs that search all of the submittals for unusual or inconsistent data. In addition, MassDEP staff will also review individual packages in more detail from time to time.

If a problem is found we may need to contact the owner/operator of the facility or the preparer regarding mistakes or questionable data. **Please check your work to avoid you or your client receiving a call from us** – if you are reporting anything unusual (such as a reorganization of your emission units), it is good to explain this in the notes. **Note:** You must be able to access your Source Registration during an inspection of the facility by MassDEP.

